

<p align="center">STATE OF VERMONT</p> <p align="center">AGENCY OF HUMAN SERVICES</p> <p align="center">DEPARTMENT OF CORRECTIONS</p>	<p align="center">Title: Electronic Signatures</p>	<p align="center">Page 1 of 2</p>
<p>Chapter:</p> <p align="center">Management Information Systems</p>	<p align="center"># 254.07</p>	<p align="center">NEW</p>
<p>Attachments, Forms & Companion Documents:</p> <p>All attachments, forms, and companion documents associated with this directive are available on the Department's website.</p>		
<p>Local Procedure(s) Required: Yes - for establishment of written facility protocols.</p> <p>Applicability: All staff (including contractors and volunteers)</p> <p>Security Level: "B" – Anyone may have access to this document.</p>		
<p align="center">For Public Comment 2-22-16</p>		

PURPOSE

State law authorizes the acceptance of electronic signatures as legal and enforceable. The purpose of this directive is to establish the Vermont Department of Correction's (DOC) intention to request and accept electronic signatures, in lieu of paper signatures on documentation associated with an offender's case.

POLICY

It is the policy of the DOC to accept electronic signatures in lieu of paper signatures whenever practical. The DOC's decision to accept and require electronic signatures reduces paper and more efficiently tracks DOC documentation associated with an offender's case.

AUTHORITY

9 V.S.A. § 276.

PROCEDURAL GUIDELINES

1. The DOC shall utilize electronic signatures whenever practical and able to do so in its day-to-day business with all persons.
 - i. All persons may sign electronically any document able to accept electronic signatures.
 - ii. No offender signatures will be saved for the purpose of reuse at a later date; offenders must sign each document individually.

28 **IMPLEMENTATION**

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30 The DOC shall issue direction for the use of electronic signatures. District Managers and
31 Superintendents are responsible for ensuring that staff in their chain of command adhere to the
32 direction and follow through with implementation.
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